

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

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# PHAPlan

PublicHousing

AnnualPlanforFederalFiscalYear2002

July1,2002 –June30,2003

NewCastleCounty  
DepartmentofCommunityService s  
NewCastleCountyHousingAuthority  
87ReadsWay  
NewCastle,DE19720 -1648  
(302)395-5600

## **PHAPlan**

### **AgencyIdentification**

**PHAName:** NewCastleCountyHousingAuthority

**PHANumber:** DE005

**PHAFiscalYearBeginning:** 07/2002

### **PublicAccess to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☒ PHA local office

### **Display Locations for PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA, which is in the same location as the main administrative office of County government
- ☐ PHA development management offices
- ☒ PHA local office
- ☐ Main administrative office of the State government
- ☒ Public library
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
  - ☒ PHA local office
-

## AnnualPHAPlan PHAFiscalYear2002

### **i. AnnualPlanType:**

☐ **StandardPlan**

#### **StreamlinedPlan:**

- ☐ **HighPerformingPHA**
- ☐ **SmallAgency(<250PublicHousingUnits)**
- X **AdministeringSection8Only**

☐ **TroubledAgencyPlan**

### **ii. ExecutiveSummaryoftheAnnualPHAPlan**

NewCastleCountyHousingAuthority(NCCHA)housesapproximately1,500 householdsusingSection8HousingChoiceVouchers.Duringthepastprogramyear NCCHAhasprogressedinmeetinggoalsidentifiedinthePublicHousingPlanfor 2000 -2005.Occupancyratesincreasedfrom78%to90%duringthe2001 -2002 programyear.Morethan250newlandlordsweresolicitedbetweenJuly2001 -February2002.Sincepublicationofthe2000 -2005Plan,NCCHAhasachievedthegoalofconsistenttimelinessforcompletingtheannualvoucherrecertificationprocess. Inaddition,FamilySelf -Sufficiencyparticipationincreasedduringthe2001 -2002 programyear.

SeveraladministrativechangeswilloccurduringtheJuly1,2002 -June30,2003 programyear.Inordertoprovideaccesstomorehousingunits,allvoucherholders willbeabletoaccessanyjurisdictionforhousing.Formerly,non -residentvoucher holderswererequiredtolivewithinNCCHA'sjurisdictionforatleastoneyear. NCCHAwillenterintoaMemorandumofAgreementwithNewarkHousingAuthority whichwillallowtheNewarkHousingAuthoritySection8Homeownershipprogramto operateintheNCCHAjurisdiction.

PrestwyckApartmentsisaSection8ModRehabapartmentcomplexwithinCityof Wilmington,whichisnotinthejurisdictionofNCCHA,althoughNCCHAhas administeredinspectionsandtenancyforthecomplexsinceinceptionoftheMod RehabContractintheearly1980's.Duringyear2002NCCHAwillenterintoa MemorandumofUnderstandingwithWilmingtonHousingAuthoritywhichwillallow WHAtoadministerinspectionsandtenancyinPrestwyck.

GreenfieldManorApartmentscontains100unitsofSection8project -basedhousing (subsidyistiedtothehousingunit,notthetenantaswithvouchers).Uponexpiration oftheproject -basedcontractbetweenU.S. Dept.of HousingandUrbanDevelopment andtheownerofGreenfieldManor,NCCHAwillassumeadministrationofupto100

"enhanced" Housing Choice Vouchers in Greenfield Manor. (Enhanced vouchers offer the possibility of high rent vouchers as a financial incentive to owners).

### **iii. Annual Plan Table of Contents**

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#### **Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

#### **Required Attachments:**

- N/A Admissions Policy for Deconcentration
- N/A FY2000 Capital Fund Program Annual Statement
- N/A Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### **Optional Attachments:**

- x PHA Management Organizational Chart
- N/A FY2001 Capital Fund Program 5 Year Action Plan
- N/A Public Housing Drug Elimination Program (PHDEP) Plan

☐ Comments of Resident Advisory Board or Boards --Included in Text

### Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

| List of Supporting Documents Available for Review |   |  |
|---|---|--|
| Applicable & On Display                           | Supporting Document   | Applicable Plan Component                                    |
| X   | PHA Plan Certification of Compliance with the PHA Plans and Related Regulations   | 5 Year and Annual Plans                                      |
| X   | State/Local Government Certification of Consistency with the Consolidated Plan  | 5 Year and Annual Plans                                      |
| X   | Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. | 5 Year and Annual Plans                                      |
| X   | Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction  | Annual Plan: Housing Needs                                   |
| X   | Most recent board -approved operating budget for the public housing program   | Annual Plan: Financial Resources ;                           |
| N/A   | Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]  | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X   | Section 8 Administrative Plan   | Annual Plan: Eligibility, Selection, and Admissions Policies |
| N/A   | Public Housing Deconcentration and Income Mixing Documentation:<br>1. PHA board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance</i> ; <i>Notice</i> and any further HUD guidance) and<br>2. Documentation of the required deconcentration and income mixing analysis  | Annual Plan: Eligibility, Selection, and Admissions Policies |
| N/A   | Public housing rent determination policies, including the methodology for setting public housing flat rents<br><input type="checkbox"/> check here if included in the public housing A&O Policy   | Annual Plan: Rent Determination                              |
| N/A   | Schedule of flat rents offered at each public housing development<br><input type="checkbox"/> check here if included in the public housing  | Annual Plan: Rent Determination                              |

| <b>List of Supporting Documents Available for Review</b> |   |   |
|--|---|---|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b>                  |
|  | A&O Policy  |   |
| X  | Section 8 rent determination (payment standard) policies<br>X - check here if included in Section 8 Administrative Plan   | Annual Plan: Rent Determination                   |
| N/A  | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)                          | Annual Plan: Operations and Maintenance           |
| N/A  | Public housing grievance procedures<br><input type="checkbox"/> check here if included in the public housing A&O Policy   | Annual Plan: Grievance Procedures                 |
| X  | Section 8 informal review and hearing procedures<br>X - check here if included in Section 8 Administrative Plan   | Annual Plan: Grievance Procedures                 |
| N/A  | The HUD - approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year  | Annual Plan: Capital Needs                        |
| N/A  | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant   | Annual Plan: Capital Needs                        |
| N/A  | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)  | Annual Plan: Capital Needs                        |
| N/A  | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing                           | Annual Plan: Capital Needs                        |
| N/A  | Approved or submitted applications for demolition and/or disposition of public housing  | Annual Plan: Demolition and Disposition           |
| N/A  | Approved or submitted applications for designation of public housing (Designated Housing Plans)   | Annual Plan: Designation of Public Housing        |
| N/A  | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Conversion of Public Housing         |
| N/A  | Approved or submitted public housing home ownership programs/plans  | Annual Plan: Homeownership                        |
| N/A  | Policies governing any Section 8 Homeownership program<br><input type="checkbox"/> check here if included in the Section 8 Administrative Plan  | Annual Plan: Homeownership                        |
| N/A  | Any cooperative agreement between the PHA and the TANF agency   | Annual Plan: Community Service & Self-Sufficiency |
| X  | FSS Action Plan/s for public housing and/or Section 8   | Annual Plan: Community Service & Self-Sufficiency |
| N/A  | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports  | Annual Plan: Community Service & Self-Sufficiency |
| N/A  | The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)                    | Annual Plan: Safety and Crime Prevention          |

| <b>List of Supporting Documents Available for Review</b> |   |                                  |
|--|---|----------------------------------|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b> |
| X  | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit        |
| N/A  | Troubled PHAs: MOA/Recovery Plan  | Troubled PHAs                    |
| X  | Consolidated Plan for July 1, 2000 – June 30, 2005  |                                  |

## **1. Statement of Housing Needs**

[24 CFR Part 903.79(a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Limited new data was available to assess housing needs since publication of the PHA Plan for 2001 - 2002. NCCHA considers the housing need stable below -- from the prior year -- to still be an accurate depiction of housing need in the jurisdiction. The judgement was based on examination of a) housing burden evidenced in 4,000 waiting list applications received Fall 2001 b) examination of limited Census 2000 data concerning housing burden available at publication time, and 3) Delaware Housing Coalition's Realities of Poverty in Delaware, 2001 - 2002. All three sources continue to suggest that available supply and household housing burden for families earning less than 30% of median income remain the greatest housing need in New Castle County.

During summer and fall of 2002 two major new data sources will be available on housing needs in New Castle County: full Census 2000 data and a DE State Housing Authority 2002 Housing Needs Assessment.

| <b>Housing Needs of Families in the Jurisdiction<br/>by Family Type</b> |                |                            |               |                |                            |             |                       |
|---|----------------|----------------------------|---------------|----------------|----------------------------|-------------|-----------------------|
| <b>Family Type</b>  | <b>Overall</b> | <b>Afford-<br/>ability</b> | <b>Supply</b> | <b>Quality</b> | <b>Access-<br/>ibility</b> | <b>Size</b> | <b>Loca-<br/>tion</b> |
| Income ≤ 30% of AMI   | 5              | 5                          | 5             | 1-2            | 2-3                        | 3           | 5                     |
| Income > 30% but ≤ 50% of AMI   | 4              | 2                          | 2             | 1-2            | 2-3                        | 3           | 3                     |
| Income > 50% but < 80% of AMI   | 3              | 1                          | 1             | 1-2            | 2-3                        | 3           | 4                     |
| Elderly   | 4              | 3                          | 4             | 2-3            | 2-3                        | 3           | 4                     |
| Families with Disabilities  | 4              | 4                          | 4             | 2              | 4                          | 3           | 2-3                   |
| White Households  | 3              | 3                          | 4             | 3              | 2-3                        | 3           | 2-3                   |
| Black HH  | 4              | 4                          | 2             | 4              | 2-3                        | 3           | 2-3                   |
| Hispanic HH   | 4              | 4                          | 2             | 4              | 2-3                        | 3           | 2-3                   |

What sources of information did the PHA use to conduct this analysis?

X Census 2000 – Housing Burden for Delawareans who rent

X Realities of Poverty in Delaware, 2000, Delaware Housing Coalition

X Consolidated Plan of the Jurisdiction/s

Indicate year: 2001

X U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) data set

X Other housing market study – Delaware State Housing Authority Housing Needs Assessment

Indicate year: 1995

X Other sources: Need for Supported Housing in DE, Independent Living Inc., 1995

X Easter Seals/Longwood Foundation 1999 Care and Services for Adults with Disabilities

X New Castle County 2000 Rental Survey

X DE Population Consortium, Annual Population Projections, 2000

X Consolidated Plan Discussion Groups, November ‘99 – February ‘00

### **Methodology for Housing Needs Table**

*Column 2 - Overall Needs:* Based on CHAS; disability portion based on Need for Supportive Housing in DE and Consolidated Plan discussion groups.

*Column 3 - Affordability:* Based on CHAS data for cost burden of paying >50% of income for rent. Relative rates for racial/ethnic groups based on overall housing burden rates from CHAS, as well as housing need demonstrated by high proportions of African-Americans on current Section 8 waiting list. Ratings for families with disabilities based on excessive costs — such as retrofitting housing units or electric costs — for severely disabled persons.

*Column 4 - Supply:* Based on CHAS data of available housing supply. Note though that although housing supply for 31 – 80% median income households appears sufficient; housing burden percentages for this group indicate that many of these units are occupied by higher income levels (ie. many units affordable to 31 – 50% households are occupied by 51 – 80% households, and so on.) Rating for elderly households based on Consolidated Plan discussion group data on need for affordable senior housing for households not qualifying for Medicaid, as well as population forecasts for County senior coverage 85 to increase by 2005. Ratings for racial/ethnic categories are based on the percentages of racial/ethnic groups on the current waiting list.

*Column 5 - Quality:* Both CHAS and DE State Housing Authority ‘95 Housing Needs Assessment note less than 5% substandard housing in New Castle County. The DSHA study counts more than twice as much substandard housing as does CHAS, because the DSHA study was based on visual inspection of housing units. Consolidated Plan discussion group data indicates renovation of rental and ownership properties is a significant: units, which are not substandard by HUD definition but are aging, etc. High figure for elderly households reflects discussion group data on the great need for handyman services among frail elderly, whom may have difficulty with routine maintenance tasks. Relative ratings for racial/ethnic groups based on DSHA field



surveys suggesting higher substandard housing in census tracts with high percentages of African-Americans.

*Column 6 - Accessibility:* The rating for elderly households is based on Consolidated Plan discussion groups. Ratings for other groups consider “accessibility” as housing being located in locations convenient to transportation, employment, and services.

*Column 7 - Size:* CHA S data shows adequate rental units for all family sizes; the New Castle County Rental Survey suggests a shortage of three -bedroom units, and ratings for all families is based on this need.

*Column 8 - Location:* Based on DSHA’s 95 Housing Needs Assessment, showing census tracts with highest numbers of units affordable to the three income groups. Ratings for racial/ethnic groups are based on analysis of 90 census tracts in New Castle County and the location of current Section 8 tenants. With few exceptions, affordable housing is located throughout the County.

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA - wide waiting list administered by the PHA.** PHA may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

| Housing Needs of Families on the Waiting List   |               |                     |                 |
|---|---------------|---------------------|-----------------|
| Waiting list type: (select one)   |               |                     |                 |
| <input checked="" type="checkbox"/> Section 8 tenant -based, project -based, and Mod Rehab assistance |               |                     |                 |
| <input type="checkbox"/> Public Housing   |               |                     |                 |
| <input type="checkbox"/> Combined Section 8 and Public Housing  |               |                     |                 |
| <input type="checkbox"/> Public Housing Site -Based or sub-jurisdictional waiting list (optional)     |               |                     |                 |
| If used, identify which development/subjurisdiction:  |               |                     |                 |
|   | # of families | % of total families | Annual Turnover |
| Waiting list total  | 4215          |                     | 130             |
| Extremely low income <=30% AMI  | 3417          | 81%                 |                 |
| Very low income (>30% but <=50% AMI)  | 723           | 17%                 |                 |
| Low income (>50% but <80% AMI)  | 72            | 2%                  |                 |
| Families with children  | N/A           |                     |                 |
| Elderly families  | 42            | 1%                  |                 |
| Families with Disabilities  | 695           | 16%                 |                 |
| African-American  | 3297          | 78%                 |                 |
| Caucasian   | 741           | 17%                 |                 |

| <b>Housing Needs of Families on the Waiting List</b>   |     |      |  |
|--|-----|------|--|
| Hispanic   | 231 | 5%   |  |
| Native American  | 40  | .95% |  |
| Asian  | 18  | .42% |  |
|  |     |      |  |
| Characteristics by Bedroom Size (Public Housing Only)  | N/A |      |  |
| 1BR  |     |      |  |
| 2BR  |     |      |  |
| 3BR  |     |      |  |
| 4BR  |     |      |  |
| 5BR  |     |      |  |
| 5+BR   |     |      |  |
| Is the waiting list closed (select one)? <input type="checkbox"/> No <input type="checkbox"/> Yes<br>If yes:<br>How long has it been closed (# of months)? 6<br>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes<br>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes |     |      |  |

### **C. Progress in Meeting Five -Year Plan Goals and Strategy for Addressing Needs**

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### **Progress in Meeting Five -Year Plan Goals**

In July 2000 New Castle County published a Five Year Public Housing Plan for 2000 – 2005. Five -Year Plan goals included the following.

##### Reduce vacancy rates in tenant -based Section 8

Since publication of the first PHA Plan, NCCHA has made great strides in reducing vacancy rates. The fiscal year 2001 -2002 began with an occupancy rate of 78% (1,276 of an allocation of 1,637 authorized vouchers and certificates). On April 1, 2002, 1,473 families were housed for an occupancy rate of 90%.

##### Improve Voucher Management

In two years since publication of the original PHA Plan in July 2000, NCCHA has achieved the goal of consistent timeliness for completing the annual recertification process for Section 8 vouchers and certificates.

##### Payment Standard Review

Housing authorities have flexibility in deciding monthly rent amounts which will be assisted. Fair market rents are HUD estimates of market rate rents for modest rental

housing in a local area. Housing authorities may choose a payment standard -- a base amount for housing assistance -- between 90% - 110% of fair market rents. To allow access by voucher holders to more units of rental housing, NCCHA will use a payment standard of 105% of fair market rent.

#### Outreach to Potential Landlords

New Castle County has instituted semi-annual meetings with prospective and current landlords during the past year. The meetings describe the Section 8 program along with the benefit of being a Section 8 landlord. From January -- June of 2001, approximately 40 new landlords were added to the program. Between July 2001 and February 2002, approximately 250 new landlords were added.

#### Increase participation in FSS Program

During the past year NCCHA has continued to place more emphasis on the Family Self-Sufficiency program during orientation sessions for new Section 8 tenants. A videotape is shown during this meeting, and a representative of service provider West End Neighborhood Housing makes a presentation on FSS success stories. Participants in the FSS program increased from 45 to 57 since March 2001. In addition, as of April 2002 twenty-eight new FSS "contracts" are pending.

#### (1) Strategies

##### **Need: Shortage of affordable housing for all eligible populations**

##### **Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

X Allow residence in any jurisdiction in first voucher year. New Castle County lies in a metropolitan area containing two other housing authorities. In order to allow access to all housing units in the metropolitan area, in the 2002 - 2003 program year NCCHA will cease the policy of requiring non-resident applicants to reside in the housing authority jurisdiction for the first year of assistance.

N/A Employ effective maintenance and management policies to minimize the number of public housing units off-line

N/A Reduce turnover time for vacated public housing units

N/A Reduce time to renovate public housing units

N/A Seek replacement of public housing units lost to the inventory through mixed financed development

N/A Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

X Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction

X Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration.

- X Maintain or increase section 8 lease -uprate s by effectively screening Section 8 applicantsto increase owner acceptance of program
- X Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30% of AMI**

- N/A Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- NO Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant -based Section 8 assistance. The composition of the current Section 8 waiting list ensure that federal targeting requirements will be exceeded.
- X Employ admissions preferences aimed at families with rent burden greater than 50% of income for rent

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- X Apply for special -purpose voucher targeted to the elderly, should they become available

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- X Apply for special -purpose voucher targeted to families with disabilities, should they become available
- X Affirmatively market to local non -profit agencies that assist families with disabilities

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs.**

Income and housing burden data is not scheduled to be available from Census 2000 until Summer of 2002. In addition, a Housing Needs Assessment for 2002 commissioned by Delaware State Housing Authority will be available Summer -Fall 2002. Until that time the assumption remains (from Census 1990 and later studies) that because they constituted disproportionate numbers in the County's low -income population, African -Americans and Hispanics have disproportionate housing needs.

During Fall of 2001 NCCHA made certain that these groups were made well aware that the Section 8 waiting list was re-opening.

## **Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- X Provide fair housing staff persons for all new tenant orientation meetings
- X Provide fair housing training for housing assistants and managers
- X Provide information to Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- X Market the section 8 program to owners outside of areas of poverty/minority concentrations

## **(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- X Funding constraints
- X Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- X Influence of the housing market on PHA programs
- X Results of consultation with local or state government

## **2. Statement of Financial Resources**

[24 CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant-based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

| <b>Financial Resources:<br/>Planned Sources and Uses</b>                              |                   |                     |
|---|-------------------|---------------------|
| <b>Sources</b>  | <b>Planned \$</b> | <b>Planned Uses</b> |
| <b>1. Federal Grants (FY 2000 grants)</b>   |                   |                     |
| a) Public Housing Operating Fund  | N/A               |                     |
| b) Public Housing Capital Fund  | N/A               |                     |
| c) HOPE VI Revitalization   | N/A               |                     |
| d) HOPE VI Demolition   | N/A               |                     |
| e) Annual Contributions for Section 8 Tenant-Based Assistance, including FSS funds    | \$9,430,104       |                     |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | N/A               |                     |

| <b>Financial Resources:<br/>Planned Sources and Uses</b>                  |                     |                        |
|---|---------------------|------------------------|
| <b>Sources</b>  | <b>Planned \$</b>   | <b>Planned Uses</b>    |
| g) Resident Opportunity and Self-Sufficiency Grants                       | N/A                 |                        |
| h) Community Development Block Grant                                      | \$2,662,000         |                        |
| i) HOME   | 1,050,000           | Housing Rehabilitation |
| j) ESG (Emergency Shelter Grants)   | 92,000              | Homeless Assistance    |
|   |                     |                        |
| <b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b> |                     |                        |
| <b>3. Public Housing Dwelling Rental Income</b>                           | N/A                 |                        |
|   |                     |                        |
|   |                     |                        |
| <b>4. Other income (list below)</b>                                       |                     |                        |
|   |                     |                        |
|   |                     |                        |
| <b>4. Non-federal sources (list below)</b>                                |                     |                        |
|   |                     |                        |
|   |                     |                        |
|   |                     |                        |
| <b>Total resources</b>  | <b>\$13,234,104</b> |                        |
|   |                     |                        |
|   |                     |                        |

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24CFR Part 903.79(c)]

New Castle County will apply the following criteria, in addition to the HUD eligibility criteria, as grounds for denial of admission to the program.

The family must not have violated any family obligations during a previous participation in the Section 8 program for 3 years prior to final eligibility determination.

NCCHA will make an exception, if the family member who violated the family obligation is not a current member of the household on the application.

When NCCHA denies assistance to a person with a disability due to a violation of the family obligation, and the violation was a result of the disability, the applicant may request a review of the decision to deny assistance.

The family must pay any outstanding debt owed NCCHA or another housing authority as a result of prior participation in any federal housing program within 30 days of the housing authority notice to repay.

The family must be in good standing regarding any current payment agreement made with another housing authority for a previous debt incurred, before NCCHA will allow participation in its Section 8 program.

No family member may have been evicted from public housing for any reason during the last 3 years prior to final eligibility determination.

NCCHA will conduct, through the State of Delaware, criminal background checks on all adult household members when determining selection, admission, and eligibility to the program.

## **N/AA. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☐ At the time a voucher is available for the household

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☐ Criminal or Drug-related activity
- ☐ Rental history
- ☐ Housekeeping
- ☐ Other (describe)

c. ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)WaitingListOrganization**

a. Which methods does the PHA plan to use to organize its public housing waiting list  
(select all that apply)

- ☐ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☐ PHA main administrative office
- ☐ PHA development site management office
- ☐ PHA auxiliary office

c. If the PHA plan to operate one or more site-based waiting lists in the coming year,  
answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the  
upcoming year (that is, they are not part of a previously HUD-  
approved site-based waiting list plan)?  
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously?  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on  
the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

**N/A (3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the  
bottom of or are removed from the waiting list? (select one)

- ☐ One
- ☐ Two
- ☐ Three or More

b. ☐ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing  
waiting list/s for the PHA:



#### **N/A (4) Admissions Preferences**

a. Income targeting:

- ☐ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfer take precedence over new admissions? (list below)

- ☐ Emergencies
- ☐ Overhoused
- ☐ Underhoused
- ☐ Medical justification
- ☐ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☐ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs

- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Household that contribute to meeting income goals (broad range of incomes)
- ☐ Household that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers

### **N/A (5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☐ The PHA - resident lease
- ☐ The PHA's Admissions and (Continued) Occupancy policy
- ☐ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal

- ☐ Anytime family composition changes
- ☐ At family request for revision
- ☐ Other (list)

**N/A(6) Deconcentration and Income Mixing**

a. ☐ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) development(s) to determine concentration of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site -based waiting lists  
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)

d. ☐ Yes ☐ No: Did the PHA adopt any changes to **other policies** based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher -income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts  
☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower -income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts  
☐ List (any applicable) developments below:

## **B. Section 8 Policies on Eligibility, Selection, and Admissions**

Exemptions: PHAs that do not administer section 8 are not required to complete sub -component 3B. Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

### **(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)  
X Criminal and drug -related activity, more extensively than required by law or regulation

Beginning Spring 2002, NCCHA will perform in -house fingerprinting of persons slated to receive vouchers, prior to sending to DE State Police for criminal background check. In -house fingerprinting is a time -saver for applicants because it eliminates a trip to a police station.

Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☐ Criminal or drug -related activity  
X Only HUD requirements for information to owners will be supplied. Where a family's whereabouts must be protected due to domestic abuse or witness protection, an exception will be made.

### **(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant -based assistance waiting list merged? (select all that apply)

- ☐ None  
☐ Federal public housing  
X Federal moderate rehabilitation  
X Federal project -based certificate program

b. Where may interested persons apply for admission to section 8 tenant -based assistance? (select all that apply)

In periods when applications are being taken, all New Castle County libraries have application packets, as well as the following offices.

- X PHA main administrative office
- X PHA Auxiliary Office

### **(3) Search Time**

- a. X Yes ☐ No: Does the PHA give extensions on standard 60 -day period to search for a unit?

Voucher holders are given 120 days to search for a housing unit. This period is extended to 180 days when justified by medical problems or for persons with disabilities searching for reasonable accommodations.

### **(4) Admissions Preferences**

- a. Income targeting

X No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

The current composition of the Section 8 waiting list ensures that federal targeting requirements will be exceeded.

- b. Preferences

1. X Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences -- **ALL**

- X Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- X Victims of domestic violence
- X Substandard housing
- X Homelessness
- X High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families

- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Household that contribute to meeting income goals (broad range of income s)
- ☐ Household that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

**3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.**

NO Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Household that contribute to meeting income goals (broad range of incomes)
- ☐ Household that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

**4. Among applicants on the waiting list with the equal preferences status, how are applicants selected? (select one)**

- ☐ Date and time of application
- X Drawing (lottery) or other random choice technique

N/A5.IfthePHAplanstoemploypreferencesfor“residentstholiveand/orworkin the jurisdiction”(selectone)

- ☐ This preference has previously been reviewed and approved by HUD  
☐ The PHA requests approval for this preference through this PHA Plan

6.Relationship of preferences to income targeting requirements:(select one)

- ☐ The PHA applies preferences within income tiers  
X Not applicable: the pool of applicant families ensure that the PHA will meet income targeting requirements

#### **N/A(5)Special Purpose Section 8 Assistance Programs**

a.In which documents or other reference materials are the policies governing eligibility, selection, and admission to any special -purpose section 8 program administered by the PHA contained?(select all that apply)

- The Section 8 Administrative Plan  
Briefings sessions and written materials  
☐ Other (list below)  
b. N/A How does the PHA announce the availability of any special -purpose section 8 program to the public?  
☐ Through published notices  
☐ Other (list below)

#### **4.P HA Rent Determination Policies**

[24CFR Part 903.79(d)]

#### **N/AA.Public Housing**

Exemptions: PHA that do not administer public housing are not required to complete sub -component 4A.

#### **(1)Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies:(select one)

- ☐ The PHA will not employ any discretionary rent -setting policies for income based rent in public housing. Income -based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub -component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☐ \$26-\$50

2. ☐ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below :

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member  
☐ For increases in earned income  
☐ Fixed amount (other than general rent -setting policy)  
If yes, state amount/s and circumstances below:  
☐ Fixed percentage (other than general rent -setting policy)  
If yes, state percentage/s and circumstances below:  
  
☐ For household heads  
☐ For other family members  
☐ For transportation expenses  
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families  
☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments  
☐ Yes but only for some developments  
☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments



- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95<sup>th</sup> percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent determination:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Anytime the family experiences an income increase
- ☐ Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- ☐ Other (list below)

g. ☐ Yes ☐ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12-month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ Thesection8rentreasonablenessstudyofcomparablehousing
- ☐ Surveyofrentslistedinlocalnewspaper
- ☐ Surveyofsimilarunassistedunitsintheneighborhood
- ☐ Other(list /describebelow)

## **B.RentDetermination --Section8Tenant -BasedAssistance**

Exemptions: PHA that do not administer Section 8 tenant -based assistance are not required to complete sub -component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1)PaymentStandards**

Describe the voucher payment standards and policies .

a. What is the PHA's payment standard? (select the category that best describes your standard)

X 105% of HUD Fair Market Rent (FMR)

N/A b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- X To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- X Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- X Success rates of assisted families
- ☐ Rent burden of assisted families
- X Other (list below)

The extent to which Fair Market rents continue to reflect prevailing rents in New Castle County, and an adequate supply of landlords is maintained.

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0  
☐ \$1 - \$25  
☐ \$26 - \$50

b. N/A, because minimum rent is \$0: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24CFR Part 903.79(e)]

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.  
☐ A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

| <b>Program Name</b>   | <b>Units or Families Served</b> | <b>Expected Turnover</b> |
|---|---------------------------------|--------------------------|
| Public Housing  | N/A                             |                          |
| Section 8 Vouchers  | 1530                            | 130                      |
| Section 8 Certificates  | 0                               | 0                        |
| Section 8 Mod Rehab   | 70                              | 50                       |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | N/A                             |                          |
| Public Housing Drug Elimination Program (PHDEP)                     | N/A                             |                          |
| Other Federal Programs (list individually)                          |                                 |                          |
| CDBG  | Please review in                | Supporting Documents     |
| HOME  | Draft Consolidated Plan         | for July 1, 2002 -       |
| ESG   | June 30, 2003                   |                          |

### **C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

Section 8 Operations Manual

Section 8 Tenant Briefing Packet

Section 8 Landlord Briefing Packet

BOCA National Property Maintenance Code ET/AL

Housing Quality Standards Master Book

Rent Reasonableness Database

Case Management Database

Portability Database

Section 8 Mod Rehab Annual Adjustment Database

Single Audit Information, Thompson Publication

Federal Grants Management Handbooks, Thompson Publication

Government Accounting and Auditing Annual, RIA Groups

Financial Books and Annual Updates, Nan McKay

### **6. PHA Grievance Procedures**

[24 CFR Part 903.79(f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6.

Section 8 - Only PHAs are exempt from sub -component 6A.

#### **N/AA. Public Housing**

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA offices should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☐ PHA main administrative office  
☐ PHA development management offices  
☐ Other (list below)

#### **B. Section 8 Tenant -Based Assistance**

1. XY Yes: Has the PHA established informal review procedures for applicants to the Section 8 tenant -based assistance program and informal hearing

procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24CFR982

If yes, list addition to federal requirements below:

- Time Limits: A request for Informal Review must be received in writing no later than 10 days from the date of NCCHA written notice of denial of assistance.
- Time Limits: NCCHA will schedule the Informal Review within 10 days after receiving a request.
- After an Informal Hearing date is scheduled, a family may request to reschedule only upon showing "good cause", defined as an unavoidable conflict which seriously affects the health, safety, or welfare of the family.
- If a family does not appear at a scheduled hearing and has not rescheduled the hearing in advance, the family must contact NCCHA within 24 hours, excluding weekends and holidays. NCCHA will reschedule the hearing only if the family can show good cause for failure to appear.
- If the family misses an appointment or deadline ordered by the Hearing Officer, the action of NCCHA shall take effect and another hearing will not be granted.

2. Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

X PHA main administrative office

### **N/A 7. Capital Improvement Needs**

[24CFR Part 903.79(g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHA that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD Form 52837.

Select one:

☐

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

- ☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert there).

**(2) Optional 5 -Year Action Plan**

Agencies are encouraged to include a 5 -Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD -52834.

- a. ☐ Yes ☐ No: Is the PHA providing an optional 5 -Year Action Plan for the Capital Fund? (if no, skip to sub -component 7B)

b. If yes to question a, select one:

- ☐ The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan as Attachment (state name

-or-

- ☐ The Capital Fund Program 5 -Year Action Plan is provided below: (if selected, copy the CFP Optional 5 Year Action Plan from the Table Library and insert here)

**N/AB. HOPE VI and Public Housing Development and Replacement Activities (Non -Capital Fund)**

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☐ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development  
☐ Revitalization Plan submitted, pending approval  
☐ Revitalization Plan approved  
☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

☐ Yes ☐ No: d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year?  
If yes, list developments or activities below:

☐ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

### **N/A 8.D Demolition and Disposition**

[24 CFR Part 903.79(h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

#### 2. Activity Description

☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

| <b>Demolition/Disposition Activity Description</b>  |
|---|
| 1a. Development name:   |
| 1b. Development (project) number:   |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input type="checkbox"/>   |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>   |
| 5. Number of units affected:  |
| 6. Coverage of action (select one)<br><input type="checkbox"/> Part of the development  |

|   |
|---|
| <input type="checkbox"/> Total development  |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity:<br>b. Projected end date of activity: |

**N/A9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24CFR Part 903.79(i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

| Designation of Public Housing Activity Description                |                          |
|---|--------------------------|
| 1a. Development name:   |                          |
| 1b. Development (project) number:                                 |                          |
| 2. Designation type:  |                          |
| Occupancy by only the elderly                                     | <input type="checkbox"/> |
| Occupancy by families with disabilities                           | <input type="checkbox"/> |
| Occupancy by only elderly families and families with disabilities | <input type="checkbox"/> |
| 3. Application status (select one)                                |                          |
| Approved; included in the PHA's Designation Plan                  | <input type="checkbox"/> |
| Submitted, pending approval                                       | <input type="checkbox"/> |
| Planned application   | <input type="checkbox"/> |



|   |
|---|
| 4. Datethisdesignationapproved,submitted,orplannedforsubmission: (DD/MM/YY)   |
| 5.Ifapproved,willthisdesignationconstitutea(selectone)<br><input type="checkbox"/> NewDesignationPlan<br><input type="checkbox"/> Revisionofapreviously -approvedDesignationPlan? |
| 6. Numberofunitsaffected:<br>7.Coverageofaction(selectone)<br><input type="checkbox"/> Partofthedevelopment<br><input type="checkbox"/> Totaldev elopment                         |

### **N/A10.ConversionofPublicHousingtoTenant -BasedAssistance**

[24CFRPart903.79(j)]

ExemptionsfromComponent10;Section8onlyPHAsarenotrequiredto completethissection.

#### **A.AssessmentofReasonableRevitalizationPursuanttose ction202oftheHUD FY1996HUDAppropriationsAct**

1. ☐ Yes ☐ No: HaveanyofthePHA’sdevelopmentsorportionsof  
developmentsbeenidentifiedbyHUDorthePHAascovered  
undersection202oftheHUDFY1996HUDApp ropriations  
Act?(If“No”,skiptocomponent11;if“yes”,completeone  
activitydescriptionforeachidentifieddevelopment,unless  
eligibletocompleteastreamlinedsubmission.PHAs  
completingstreamlinedsubmissionsmayskiptocomponent  
11.)

2.Acti vityDescription  
☐ Yes ☐ No: HasthePHAprovidedallrequiredactivitydescription  
informationforthiscomponentinthe **optional**PublicHousing  
AssetManagementTable?If“yes”,skiptocomponent11.If  
“No”,complete theActivityDescriptiontablebelow.

| <b>ConversionofPublicHousingActivityDescription</b>   |
|---|
| 1a.Developmentname:<br>1b.Development(project)number:   |
| 2.Whatisthestatusoftherequiredassessment?<br><input type="checkbox"/> Assessmentunderway<br><input type="checkbox"/> AssessmentresultssubmittedtoHUD<br><input type="checkbox"/> AssessmentresultsapprovedbyHUD(ifmarked,proceedtonext<br>question)<br><input type="checkbox"/> Other(explainbelow) |
| 3. <input type="checkbox"/> Yes <input type="checkbox"/> No:IsaConversionPlanrequired?(If yes,gotoblock4;ifno,goto<br>block5.)  |
| 4.StatusofConversionPlan(selectthestatementthatbestdescribesthecurrent<br>status)   |

|  |
|--|
| <input type="checkbox"/> Conversion Plan in development<br><input type="checkbox"/> Conversion Plans submitted to HUD on: (DD/MM/YYYY )<br><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)<br><input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway  |
| 5. Description of how requirements of Section 202 are being satisfied by means other than conversion(s) (select one)<br><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: )<br><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )<br><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )<br><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent<br><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units<br><input type="checkbox"/> Other: (describe below) |

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**N/A 11. Homeownership Programs Administered by the PHA**

[24CFR Part 903.79(k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z -4). (If "No", skip to component 11B; if "yes", complete one activity description for

each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

**2. Activity Description**

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

| <b>Public Housing Homeownership Activity Description<br/>(Complete one for each development affected)</b>  |
|--|
| 1a. Development name:<br>1b. Development (project) number:   |
| 2. Federal Program authority:<br><input type="checkbox"/> HOPEI<br><input type="checkbox"/> 5(h)<br><input type="checkbox"/> Title III<br><input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)              |
| 3. Application status: (select one)<br><input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program<br><input type="checkbox"/> Submitted, pending approval<br><input type="checkbox"/> Planned application |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission:<br>(DD/MM/YYYY)   |
| 5. Number of units affected:<br>6. Coverage of action: (select one)<br><input type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development  |

**B. Section 8 Tenant Based Assistance**

New Castle County Housing Authority does not administer a Section 8 Homeownership program. The neighboring Newark Housing Authority administers a Section 8 Homeownership program. By July 1, 2002, NCCHA will enter into a Memorandum of Understanding with Newark Housing Authority to administer their Section 8 Homeownership program in the jurisdiction of the New Castle County Housing Authority.

1. XNO Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy

and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. High performing PHAs may skip to component 12.)

## 2. Program Description:

### a. Size of Program

☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants  
☐ 26- 50 participants  
☐ 51 to 100 participants  
☐ more than 100 participants

### b. PHA -established eligibility criteria

☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

## **12. PHA Community Service and Self-Sufficiency Programs**

[24CFR Part 903.79(l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHAs are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

#### 1. Cooperative agreements:

X No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF Agency (Temporary Assistance for Needy Families) (select all that apply)

- ☐ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise).

PHA Coordination with the TANF Agency: As a Section 8 -only housing authority, NCCHA cooperation with TANF takes the form of verifying welfare income, to ensure whether a loss of welfare income is a result of fraud or non-compliance with an economic self-sufficiency program, in which a case tenant's Section 8 rent is not reduced. New Castle County has had an "Information Sharing Agreement" between the DE Department of Health and Social Services, Division of Social Services" since 1992. The agreement allows New Castle County housing assistants to access state TANF client records.

- ☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

## **B. Services and programs offered to residents and participants**

### **(1) General**

#### **a. Self-Sufficiency Policies**

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- N/A Public housing rent determination policies
- N/A Public housing admissions policies
- NO Section 8 admissions policies
- NO Preference in admission to section 8 for certain public housing families
- NO Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- N/A Preference/eligibility for public housing homeownership option participation
- N/A Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

N/A b. Economic and Social self-sufficiency programs

☐ Yes ☒ No: Does the PHA coordinate, promote or provide any program to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

| Services and Programs  |                |  |  |  |
|--|----------------|--|--|--|
| Program Name & Description<br>(including location, if appropriate) | Estimated Size | Allocation Method<br>(waiting list/random selection/specific criteria/other) | Access<br>(development office/<br>PHA main office/<br>other provider name) | Eligibility<br>(public housing or<br>section 8<br>participants or<br>both) |
|  |                |  |  |  |
|  |                |  |  |  |
|  |                |  |  |  |

## **(2) Family Self Sufficiency program/s**

### **a. Participation Description**

| Family Self Sufficiency (FSS) Participation |  |  |
|---|--|--|
| Program                                     | Required Number of Participants<br>(start of FY 2001 Estimate) | Actual Number of Participants<br>(As of: 04/01/02) |
| Public Housing                              | N/A  |  |
| Section 8                                   | 89   | 57   |

b. ☒ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

### **N/AC. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☐ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☐ Informing residents of new policy on admission and reexamination
- ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.

- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

**N/A 13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.79(m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

**A. Need for measures to ensure the safety of public housing residents**

**1. Describe the need for measures to ensure the safety of public housing residents**

(select all that apply)

- ☐ High incidence of violent and/or drug -related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug -related crime in the area surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower -level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual level of violent and/or drug -related crime
- ☐ Other (describe below)

**2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).**

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anti crime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

**N/AB. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plan to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug -prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at -risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

**N/AC. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug -elimination plan
- ☐ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community police in goffice, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☐ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

**N/AD. Additional information as required by PHDEP/PHDEP Plan**

PHA eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?



☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

## **14. RESERVED FOR PET POLICY**

[24CFR Part 903.79(n)]

## **15. Civil Rights Certifications**

[24CFR Part 903.79(o)]

Included with PHA Plan Certifications

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## **16. Fiscal Audit**

[24CFR Part 903.79(p)]

1. Yes: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. X Yes Was the most recent fiscal audit submitted to HUD?
3. X No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **N/A 17. PHA Asset Management**

[24CFR Part 903.79(q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.  
High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)  
☐ Not applicable

- ☐ Privatemanagement
- ☐ Development-basedaccounting
- ☐ Comprehensivestockassessment
- ☐ Other:(listbelow)

3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24CFR Part 903.79(r)]

### **A. Resident Advisory Board Recommendations**

1. X Yes Did the PHA receive any comments on the PHA Plan from the Resident Advisory Boards?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

☐ Attached as Attachment (Filename)

X Provided below:

### ***NEWCASTLE COUNTY HOUSING AUTHORITY RESIDENT ADVISORY BOARD MEETING***

The Resident Advisory Board met on Thursday, April 11, 2002 to discuss the 2002 -2003 Draft Public Housing Annual Plan. Present at the meeting was Resident Advisory Board member Christopher Laniyan, sign language interpreter Mary Beth Tkach, and New Castle County staff persons Charlotte Gilbert, Paul Reynolds, and Marguerite Ashley.

The Draft Annual Plan was reviewed. Highlights are as follows. Progress in the past year was discussed, as well as changes to last year's Plan. The updated Section 8 waiting list was reviewed (see page 8).

Progress in meeting occupancy goals were discussed (occupancy is at 90%, up from 78% a year ago). Progress in recruiting new landlords was discussed: between July 2001 and February 2002, approximately 250 new Section 8 landlords were recruited. Mr. Laniyan complimented NCCHA on this progress.

Mr. Reynolds discussed upcoming administrative changes: In October 2002, New Castle County will administer approximately 100 enhanced vouchers in Greenfield Manor Apartments, when the owner's Section 8 project -based contract ends. In addition, New Castle County expects to enter into a Memorandum of Understanding with Wilmington Housing Authority for WHA to administer the NCCHA Section 8 Mod Rehab complex Prestwyck Apartments, located within the jurisdiction of WHA. Occupancy is near zero due to numerous failed Section 8 inspections, and major repairs are needed for re-occupancy to occur. Mr. Laniyan

pointed out that outdoor areas of this complex should be as accessible as possible to persons with disabilities.

4. In what manner did the PHA address those comments? (select all that apply)  
PHA response to Resident Advisory Board recommendations will be included following Resident Advisory Board meetings during March 2001.

☐ Considered comments, but determined that no changes to the PHA Plan were necessary.

☐ The PHA changed portions of the PHA Plan in response to comments  
List changes below:

X Other: (list below)

Mr. Laniyan's comment on accessibility in open areas was not applicable to the PHA Plan, but was welcomed and NCCHA will apprise Wilmington Housing Authority of his comments.

#### **N/AB. Description of Election process for Residents on the PHA Board**

1. ☐ Yes ☐ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☐ No: Was there a resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

#### **3. Description of Resident Election Process**

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

### **C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: New Castle County, DE
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- X The PHA has based its statement of needs of families in the jurisdiction on the need expressed in the Consolidated Plan/s.
- X The PHA has participated in many consultation processes organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- X Other: (list below)

The New Castle County Department of Community Services serves both as the Housing Authority and the Consolidated Plan entity for New Castle County, DE. Because of this dual responsibility, the PHA Plan and the Consolidated Plan are developed in close conjunction with each other, including the same County staffers.

CHAS data was the basic data used to estimate housing needs of extremely low, very low, and low income County renter households. The 1995 Consolidated Plan Five Year Plan also used CHAS housing needs data. The New Castle County 2000 - 2005 Five Year Plan also uses CHAS data to discuss the rental housing needs of Section 8 eligible New Castle County households.

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The Consolidated Plan One - Year Action Plan for July 2002 - June 2003 contains various activities which complement goals of the PHA Plan, using CDBG (Community Development Block Grant), HOME; and ESG (Emergency Shelter Grants) HUD funding. Consolidated Plan activities do not, however, specifically target households receiving Section 8 tenant - based assistance.

HOME funding will be used during the program year for renovation to rental housing with significant Section 8 tenant occupancy. During the 2001 - 2002 program year New Castle County awarded HOME funds in support of two rental housing complexes, funds which will be expended during 2002 and 2003. Deville Court Apartments, located near Route 2 at Prices Corner, will be renovated in the coming year with financing including Low - Income Housing Tax Credits issued by the state. New Castle County HOME funding of \$500,000 is targeted for acquisition costs for this 100 unit rental complex.

Interfaith Housing of Delaware will use \$385,000 in HOME funding for acquisition, predevelopment costs, and lead paint containment for redevelopment of 31 units in this early 20<sup>th</sup> century town home community in Claymont.

Approximately 30 down payment and settlement assistance loans each year will enable Section 8 income -eligible households to become first -time homeowners; the 120 loans to moderate -income County residents help to expand the supply of affordable rental housing. CDBG funds increased County Police presence to increase safety in the suburban town house community of Sparrow Run (formerly Brookmont Farms), which contains a high percentage of Section 8 tenants. A host of non -profit agencies receive CDBG funds for programs operated for low -and moderate -income County residents, for programs for security and utility deposits; for job training and self -sufficiency programs; for youth self -esteem programs; and for programs aimed at assisting the elderly and persons with disabilities to live independently.

### **C. Other Information Required by HUD**

### **D. Other Information Required by HUD**

#### **1. Substantial Deviation from the Public Housing Plan**

NCCHA considers the following modifications to the public housing program to be substantial modifications, subject to public notice, adoption by New Castle County Council, and prior approval by HUD:

1. Increasing or decreasing the payment standard below 90% and above 110% of Fair Market Rent.
2. Changes to criteria for admission, organization of the waiting list, or changes to Local Preferences.
3. Receipt of additional funding from HUD for targeted families or for special purpose vouchers, such as voucher targeted to persons with disabilities and elderly persons.
4. Establishment of a Section 8 homeownership program.

Changes above will not be considered significant modifications if they are adopted to reflect HUD regulatory requirements.

Use this section to provide any additional information requested by HUD.

## PHA Plan Table Library

### N/A Component 7 Capital Fund Program Annual Statement Parts I, II, and III

#### Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number      FFY of Grant Approval: (MM/YYYY)

☐ Original Annual Statement

| Line No. | Summary by Development Account                            | Total Estimated Cost |
|----------|---|----------------------|
| 1        | Total Non - CGP Funds                                     |                      |
| 2        | 1406 Operations   |                      |
| 3        | 1408 Management Improvements                              |                      |
| 4        | 1410 Administration                                       |                      |
| 5        | 1411 Audit  |                      |
| 6        | 1415 Liquidated Damages                                   |                      |
| 7        | 1430 Fees and Costs                                       |                      |
| 8        | 1440 Site Acquisition                                     |                      |
| 9        | 1450 Site Improvement                                     |                      |
| 10       | 1460 Dwelling Structures                                  |                      |
| 11       | 1465.1 Dwelling Equipment - Non expendable                |                      |
| 12       | 1470 Non dwelling Structures                              |                      |
| 13       | 1475 Non dwelling Equipment                               |                      |
| 14       | 1485 Demolition   |                      |
| 15       | 1490 Replacement Reserve                                  |                      |
| 16       | 1492 Moving to Work Demonstration                         |                      |
| 17       | 1495.1 Relocation Costs                                   |                      |
| 18       | 1498 Mod Used for Development                             |                      |
| 19       | 1502 Contingency  |                      |
| 20       | <b>Amount of Annual Grant (Sum of lines 2 - 19)</b>       |                      |
| 21       | Amount of line 20 Related to LBP Activities               |                      |
| 22       | Amount of line 20 Related to Section 504 Compliance       |                      |
| 23       | Amount of line 20 Related to Security                     |                      |
| 24       | Amount of line 20 Related to Energy Conservation Measures |                      |

**N/A Annual Statement**

**Capital Fund Program (CFP) Part II: Supporting Table**

| Development<br>Number/Name<br>HA-Wide Activities | General Description of Major Work<br>Categories | Development<br>Account<br>Number | Total<br>Estimated<br>Cost |
|--|---|----------------------------------|----------------------------|
|  |   |                                  |                            |

**N/A Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

| Development<br>Number/Name<br>HA-Wide Activities | All Funds Obligated<br>(Quarter Ending Date) | All Funds Expended<br>(Quarter Ending Date) |
|--|--|---|
|  |  |   |

**N/A Optional Table for 5 -Year Action Plan for Capital Fund (Component 7)**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA -wide physical or management improvements planned in the next 5 PHA fiscal years. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5 -Year cycle, because this information is included in the Capital Fund Program Annual Statement.

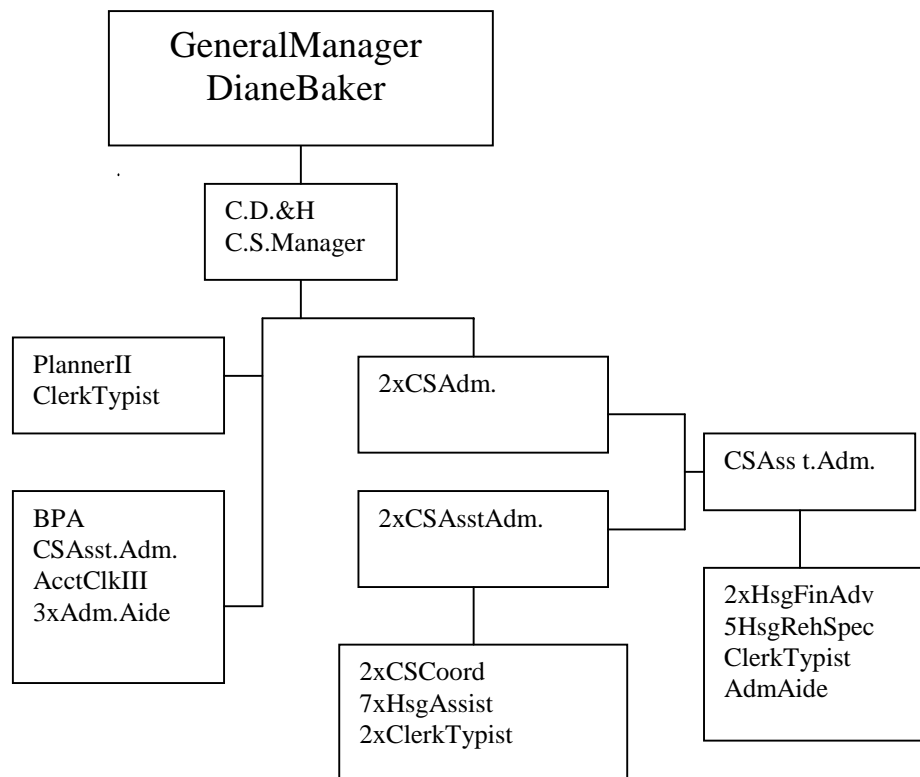
| Optional 5 -Year Action Plan Tables                                    |   |                     |                            |                                     |
|--|---|---------------------|----------------------------|-------------------------------------|
| Development Number   | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development |                                     |
|  |   |                     |                            |                                     |
| Description of Needed Physical Improvements or Management Improvements |   |                     | Estimated Cost             | Planned Start Date (HA Fiscal Year) |
|  |   |                     |                            |                                     |
| Total estimated cost over next 5 years                                 |   |                     |                            |                                     |



**N/A Optional Public Housing Asset Management Table**

See Technical Guidance for instructions on the use of this table, including information to be provided.

| Public Housing Asset Management |                          |  |   |  |  |                                   |  |   |
|---------------------------------|--------------------------|--|---|--|--|-----------------------------------|--|---|
| Development Identification      |                          | Activity Description   |   |  |  |                                   |  |   |
| Name, Number, and Location      | Number and Type of units | Capital Fund Program Parts II and III<br><i>Component 7a</i> | Development Activities<br><i>Component 7b</i> | Demolition/disposition<br><i>Component 8</i> | Designated housing<br><i>Component 9</i> | Conversion<br><i>Component 10</i> | Home-ownership<br><i>Component 11a</i> | Other (describe)<br><i>Component 17</i> |
|                                 |                          |  |   |  |  |                                   |  |   |



New Castle County, DE  
 Dept. of Community Services  
 Community Development and Housing Division (CD&H)  
*Staff persons Administering Section 8 Tenant -Based,  
 Project-Based, and Moderate Rehabilitation programs*

*CSAdm=Community Services Administrator or  
 CSAsstAdm=Community Services Assistant Administrator  
 CSCoord=Community Services Coordinator  
 HsgFinAdv=Housing Financial Advisor  
 HsgRehabSpc=Housing Rehabilitation Specialist  
 HsgAssist=Housing Assistant*



